

ARRA Quarter 3 Reporting Guidance and Reimbursement Workbook Q&A

OSSE Webinars with LEAs

March 9, 2010 / March 11, 2010



Welcome and Introductions

- Facilitator Introductions:
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Who Has to Comply with ARRA Reporting Requirements?

Any sub-recipient who receives one of the following grants:

- ARRA Enhancing Education Through Technology (EdTech)
- ARRA IDEA, Part B (611)
- ARRA IDEA, Part B (619)
- ARRA IDEA, Part C
- ARRA McKinney-Vento Homeless Assistance Act
- ARRA School Improvement Grant-1003(a)
- ARRA School Improvement Grant-1003(g)
- ARRA State Fiscal Stabilization Funds
- ARRA Title I, Part A

Webinar Objectives

After today's overview, LEAs will be able to:

1. Understand how the December OMB guidance affected the ARRA jobs reporting requirements.
2. Use the revised ARRA Reimbursement and Reporting Workbook to request reimbursement for ARRA obligations.
3. Use the ARRA Reimbursement and Reporting Workbook to provide the jobs-related data required by the ARRA statute.

Resources

1. OSSE ARRA Reporting Requirements Guidance v2.0
(March 2010 - will be posted on OSSE website by 3.10.10)
 2. OSSE ARRA Reimbursement & Reporting Workbook v2.0 (March 2010 - will be posted on OSSE website by 3.10.10)
 3. OMB December 18, 2009 Updated Guidance on the American Recovery and Reinvestment Act
http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf.
- <http://osse.dc.gov>
- “Stimulus Information”

Upcoming ARRA Deadline

All LEAs with an approved Phase I application for any ARRA grant program must submit an ARRA Reimbursement and Reporting Workbook **that covers all ARRA obligations (i.e. sub-recipient expenditures), not previously reported**, that were made prior to March 22, 2010, to

OSSE.Reimbursement@dc.gov

by 5:00 P.M. EST, Monday, March 22, 2010.

Upcoming ARRA Deadline

- At a minimum, sub-recipients must submit their ARRA Reimbursement and Reporting Workbooks (RRW) according to the quarterly schedule outlined in the next slide.
- If desired, sub-recipients may elect to submit workbooks more frequently than once a quarter.
- However, OSSE requires end of quarter reporting submissions to ensure the expenditure and job information reported to the Federal government is as accurate and complete as possible.

Key ARRA Reporting Deadlines

Reporting Quarter	Quarterly Submission Periods for Submitting ARRA Reimbursement and Reporting Workbooks to OSSE
III	March 17 - 22, 2010
IV	June 16- 21, 2010
V	September 16-21, 2010
VI	December 17-22, 2010
VII	March 16-21, 2011
VIII	June 17-22, 2011
IX	September 17-22, 2011

ARRA Reporting Goal

Only 60% of LEAs submitted their Quarter 2
ARRA reports timely

100 percent of LEAs will submit accurate ARRA
reimbursement workbooks for the 3rd Quarter!

Key Highlights --- Previously

- In the Quarter 2 workbook sub-recipients were required to report on 3 types of jobs created or retained due to ARRA funds in the Reimbursement Workbook:
 1. Personnel paid for with ARRA funds (TAB 11)
 2. Personnel whose position is funded with non-ARRA funds that were “freed up” due to ARRA funds being used for non-personnel expenditures (TAB 12)
 3. Vendor jobs (TAB 13)
- Sub-recipients were also required to report job estimates on a cumulative basis.
- Sub-recipients had the ability to correct data after it was submitted.

Key Highlights --- NOW

On December 18, 2009, the Office of Management and Budget (OMB) released Memorandum M-10-08 “Updated Guidance on the American Recovery and Reinvestment Act – Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates” which led to the following changes:

1. Recipients (OSSE) will now report job estimates on a **quarterly**, rather than cumulative basis.
2. Recipients (OSSE) will only report on jobs **directly funded** with Recovery Act dollars. A funded job is defined as one in which the wages or salaries are either paid for or will be reimbursed with Recovery Act funding.

Key Highlights --- NOW

3. Recipients (OSSE) should **not** attempt to report the employment impact upon materials suppliers and central service providers (so called “indirect” jobs) or on the local community (“induced” jobs).
4. Recipients (OSSE) will **no longer** have the ability to correct date submitted in prior quarters (i.e. once the April 1, 2010 reporting period begins, the recipient will no longer have the ability to make corrections to the quarters ending September 20, 2009 and December 31, 2009).

Key Highlights ---Recap of Changes

- Sub-recipients should no longer report Personnel whose position is funded with non-ARRA funds that were “freed up” due to ARRA funds being used for non-personnel expenditures.
- Sub-recipients should only report jobs created / retained that is directly supported by ARRA funds.
- Sub-recipients will report job estimates on a quarterly, rather than a cumulative basis.
- Sub-recipients will no longer have the ability to correct data after it is submitted.

Review of Key Definitions

- “Reimbursement period” is defined as the first and last date of the period included for reimbursement by the sub-recipient in the revised ARRA Reporting and Reimbursement Workbook.
- A job “created” is a new position created and filled, or an existing unfilled position filled, that is funded by the Recovery Act.
- A job “retained” is an existing position that is now funded by the Recovery Act. Jobs funded partially with Recovery Act funds will only be counted based on the proportion funded by the Recovery Act.
- OMB Guidance defines a vendor as someone who:
 - (1) Provides the goods and services within normal business operations;
 - (2) Provides similar goods or services to many different purchasers;
 - (3) Operates in a competitive environment;
 - (4) Provides goods or services that are ancillary to the operation of the federal program; and
 - (5) Is not subject to compliance requirements of the federal program.

When, What, How ...

Question: Do sub-recipients report job information in the quarter in which the hours were worked or in which the personnel expenditures were submitted to OSSE for reimbursement?

Answer

- Sub-recipients' report job information (i.e. hours worked) to OSSE when they submit the personnel expenditure for reimbursement.
- OSSE will report jobs created/ retained in the quarter it reviews and approves sub-recipients RRW. If hours are worked in one quarter, but not submitted for reimbursement with Recovery Act funds until another quarter, then OSSE will report these hours in the quarter in which the RRW was received and approved.
- This process allows OSSE to maintain a direct link between hours worked and sought for reimbursement, which helps to prevent inaccurate reporting and avoids overstating jobs supported with Recovery Act funds.
- OSSE strongly encourages sub-recipients to report expenditures as soon as possible to prevent, to the extent possible, lags between when hours were worked and submitted for reimbursement.

Why You Should Still Read the OSSE Guidance?

The Guidance Q & A addresses many important topics not covered in today's webinar such as:

- What if your LEA doesn't have expenditures to report this quarter?
- How to get a CCR number; Why you need a CCR number!
- Detailed steps for completing the job tabs in the ARRA RRW
- How jobs are calculated; including temporary employees
- How OSSE reports jobs to FederalReporting.gov
- Internal checks the LEA should make before submitting the RRW to OSSE
- Where to find additional information
- And much, much more

Will the Workbook Change Again?

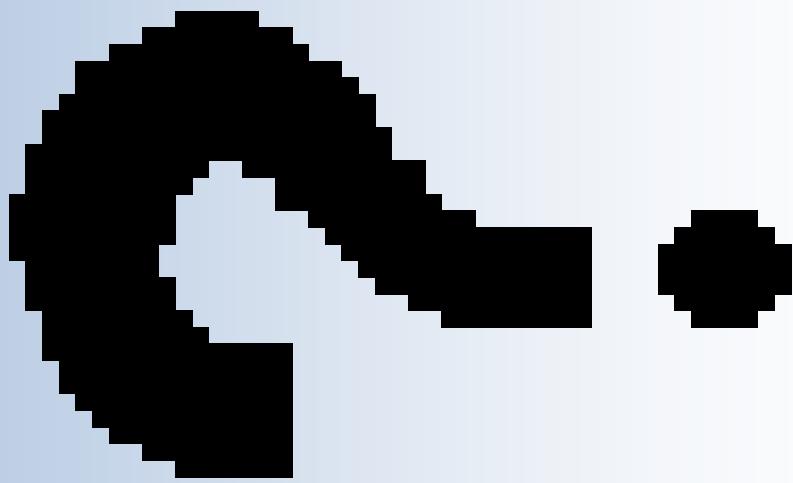
- Probably (hopefully) not, but if ARRA reporting guidelines change significantly then OSSE will need to update its reporting workbook to reflect those changes.
- However, ARRA sub-recipients should use the revised ARRA RRW (version 2.0) for their March 22, ARRA reporting submission and ALL subsequent submissions until further notice.

Reviewing the Objectives

After today's overview, LEAs will be able to:

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Questions



For further information:

1. Visit the Stimulus page on the OSSE website:
<http://www.osse.dc.gov/seo/cwp/view,a,1222,q,563440.asp>
2. Contact the grant manager of the ARRA program about which you have questions. See the soon to be released March 2010 guidance for this information.
3. Email OSSE.ARRA@dc.gov.